

## FEDERAL-STATE COOPERATIVE SYSTEM FOR PUBLIC LIBRARY DATA

### POLICY AND PROCEDURES FOR REVIEW OF DATA ELEMENTS

Any changes to the existing data elements, additions of new data elements, or deletions of existing data elements should be undertaken only after careful consideration of:

- The burden placed on local public libraries and state libraries; (That is, to what extent are data available or how feasible is it to collect data?);
  - The extent to which policy formulation and analysis and decision-making would be improved or enhanced;
  - The effect on other data elements; and
  - The extent to which integration with other data elements is possible.
- Amendments to the Policy and Procedures For Review of Data Elements must be authorized by the FSCS Steering Committee as a whole at the December **Steering Committee Meeting following the Conference.**

The Data Elements Subcommittee of the FSCS Steering Committee is responsible for:

1. Ongoing review and analysis of existing data elements to determine whether a particular data element needs to be changed or deleted;
2. Taking a proactive stance with respect to responding to a compelling need for the addition of a data element; and
3. Editing the definition and notes fields of the data elements to correct grammar or spelling errors or to clarify meaning.
4. Although the Data Elements Subcommittee has a special mandate to review data elements, any State Data Coordinator (SDC) or member of the FSCS Steering Committee is eligible to propose that an FSCS data element be added, changed, or deleted.

#### DEVELOPMENT CYCLE

1. After the June Steering Committee meeting, the Chair of the Data Elements Subcommittee will solicit additions, changes, and deletions to data elements from the SDCs.
2. Proposals received by the Chair of the Data Elements Subcommittee by September 1 will receive top priority for the upcoming FSCS ballot. SDCs may also present fully developed proposals during the December conference.
3. Full proposals shall:
  - Identify the proposed addition, change, or deletion;
  - Provide a clear rationale for the proposed action;
  - Identify unfamiliar methodologies for local libraries and SDCs; and
  - Include sample definitions, methodology, and experience collecting the data element at the administrative level
  - Provide new or revised definitions and notes or a proposal to delete an existing definition.
4. Between the Steering Committee's September and December meetings, IMLS and Census staff will review the proposal and raise any issues that must be addressed during the December Steering Committee meeting.

5. By 5 p.m. of the second full day of the December conference, the proposal must be endorsed by at least 40% of the participating SDCs attending the conference so that the FSCS Steering Committee may consider the proposal during its December meeting, which is held at the conclusion of the conference.
6. By January 15, the Chair of the Data Elements Subcommittee will solicit comments in support of and in opposition to any proposed change, addition, or deletion from the December Professional Development Conference by SDCs and from the Chair of the COSLA Research and Statistics Committee.
7. The Steering Committee will fully discuss the proposal and the issues related to methodology, training, and impact on FSCS at its December meeting. These issues will include any raised by IMLS and Census staff.
8. After the December meeting, NCLIS (IMLS beginning FY08) staff will send out a ballot on behalf of the Steering Committee to State Data Coordinators within one week of receiving comments. Included with the ballot will be any pro and con statements that have been submitted to the Steering Committee. The balloting period must last at least three weeks. Signatures on the ballot will be required from both the State Data Coordinator and the Chief Officer. The FSCS Data Elements Subcommittee will use Robert's Rules of Order.
9. After two weeks of balloting, NCLIS (IMLS beginning FY08) staff will notify mentors and the Chair of the COSLA Research and Statistics Committee of those states that have NOT yet submitted ballots. Mentors will contact SDCs and the Chair of the COSLA Research and Statistics Committee will contact Chief Officers to urge submission of the ballot during the three-week balloting period. At least 45 states must vote to certify the ballot.
10. A proposal will be passed if two thirds of the ballots approve the addition, deletion, or change proposed on the ballot. Votes will be cast only by SDCs whose states submitted data for the previous year that was accepted.
11. Data Coordinators should include new data elements or should revise their existing surveys to reflect changes and deletions to data elements as soon as possible after the proposed changes are approved by balloting.
12. By February 15, a record of ballot results will be sent to all Data Coordinators and Chief Officers and posted on the NCLIS (IMLS beginning FY08) Website. Census will revise data collection software to reflect additions, deletions, and changes to the data elements.
13. By April 1, IMLS staff will submit the OMB final approval package.
14. At the June Steering Committee meeting, news and revised data elements will be addressed in the training plans for the next annual meeting of the State Data Coordinators. State Data Coordinators will alert local public libraries to the change so that local data collection and reporting effort can reflect the change. Questions about definitions and issues of interpretation will be referred to the Data Elements Subcommittee usually via the PLRSNet and COSLA listserves.
15. By August 31, IMLS will have obtained OMB clearance.

Revised September 25, 2001

Revised September 15, 2004

Revised September 20, 2006; approved December 7, 2006